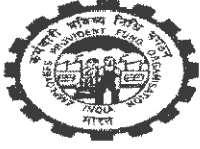


ई-मेल/ E-Mail: rc.ndc@epfindia.gov.in

दूरभाष/Tel : (011) 28052495
फैक्स /FAX : (011) 28052538



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA)

राष्ट्रीय डाटा केंद्र / NATIONAL DATA CENTER

पहली मंजिल, ई.पी.एफ.ओ. कॉम्प्लेक्स, प्लॉट नं. 23, सेक्टर-23, द्वारका, नई दिल्ली -110075
1st Floor, Bhavishya Nidhi Bhawan, Plot No.23, Sector-23, Dwarka, New Delhi-110075
www.epfindia.gov.in, www.epfindia.nic.in

No: NDC/14(7)2015/

Dated : 06/10/2017

To,

All Additional Central PF Commissioners (In-charge of the Zone)
All Regional PF Commissioners (In-charge of the Region)

Subject: Introduction of e-Sign at Unified Portal – regarding.

Sir,


As you are aware that EPFO has provided a facility to Employers for approval of KYC, PMRPY registration and establishment registration through digital signatures at Unified Portal. Use of DSC requires many client side settings such as Java installation and version control, browser setting, etc. and also some technical skills. It has been continuously reported by employers that they are facing difficulties in signing the documents using DSC. These client side settings are out of control of EPFO and because of that many employers are unable to approve KYC and register under PMRPY.

Keeping in view the above problems, EPFO has now introduced the free **Aadhaar based e-Sign** in addition to DSC to be used by Employers. It is very easy to use in comparison to DSC. Authorised signatory of establishments whose DSC is already registered can directly activate their e-Sign by providing Aadhaar at Unified Portal. Authorised signatory whose DSC is not available at Unified Portal can register their e-Sign at Unified Portal and get it approved from concerned EPFO field office. Once authorized signatory is registered for e-Sign, he/she can sign documents by getting OTP on the mobile registered with Aadhaar.

User manual for registering e-Sign is attached herewith for your ready reference. It is requested to encourage the employers to avail this facility. Further please ensure that your offices immediately do approve the e-Sign registration requests received from employers.

Yours faithfully,

Encl: As above


(K. V. Sarveswaran)
Additional CPFC-(HQ)



(IS Division)
Employees' Provident Fund Organisation
Ministry of Labour
Govt. Of India

Instruction Manual for
Registration of e-Sign of authorized signatory of Establishment
Version 1.0

Document update history

S.No	Date of Submission/ Change	Description	Document Version No.	Team
<u>1.</u>	<u>28.09.2017</u>	<u>Version for review</u>	<u>1.0</u>	<u>Sh. Harsh Vardhan Kaushik, DD(IS)</u> <u>Sh. Ajay Agarwal, AD(IS)</u> <u>Sh. Saurabh Bajpai, AD(IS)</u> <u>Sh. Smita Soni, AD(IS)</u>

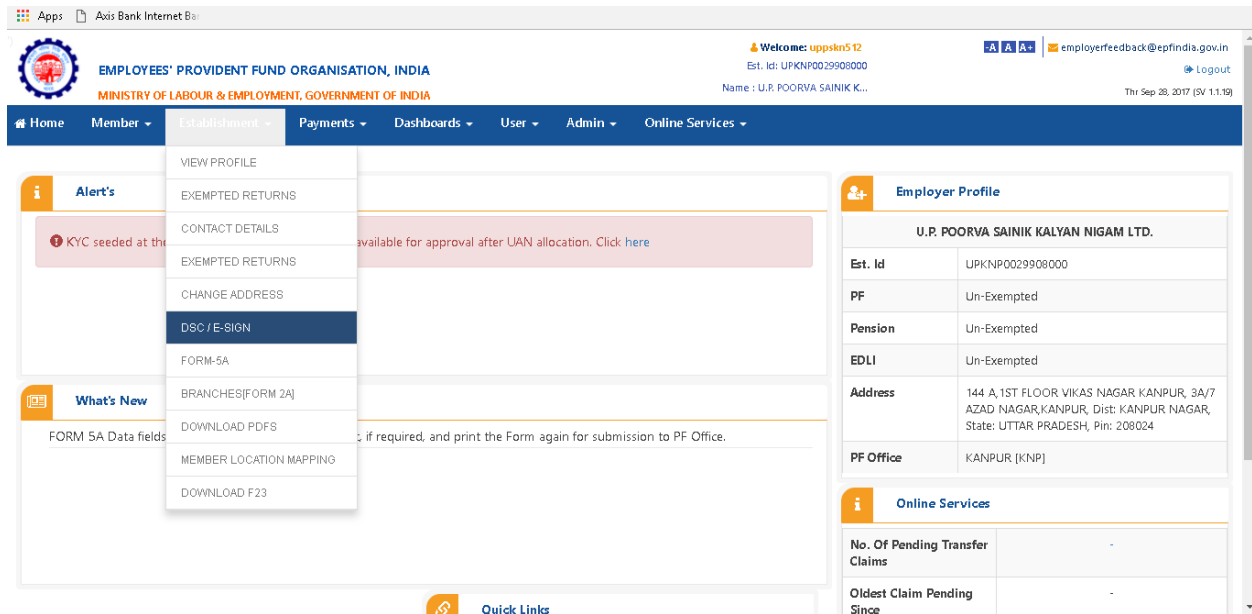
1. Registration of E-sign for authorized signatory whose DSC is already registered and active.

Please login to Employer Interface of Unified Portal through following URL

<https://unifiedportal-emp.epfindia.gov.in/epfo/>



Go to Establishment>>DSC/E-SIGN



Click on <<View Registered DSC>>

The screenshot shows the EPFO India website interface. At the top, there is a navigation bar with 'Home', 'Member', 'Establishment', 'Payments', 'Dashboards', 'User', 'Admin', and 'Online Services'. Below this, the 'E-Sign/Digital Signature Registration' section is visible. A yellow box highlights the 'View Registered DSC' button, which is also circled in blue. Below the button, there is a message: 'Three Active or Pending for approval Digital Signature Certificate has already been registered. If you wish to change already registered signatory, first revoke signature and register a New Digital Signature Certificate. Click here to view: Available Digital Signatures'. Further down, the 'e-Sign Registration' section contains instructions: 'Click here to register eSign, of a person whose DSC is already registered', 'All below details should be as per Aadhaar', and 'To Generate OTP, mobile should be linked with Aadhaar'. At the bottom, there is an 'Aadhaar*' input field.

Please click on <<Register E-Sign>> against the authorized signatory

The screenshot shows the 'Registered E-Sign/Digital Signature' section of the EPFO India website. It displays the 'Authorized Signatory List' table. The table has columns for SN, Name, Designation, Mobile, Effective Date (From and Till), Signature Status, View, Submitted On, Generate/View Letter (Request Letter and Revoke Letter), and Register E-Sign. The 'Register E-Sign' button for the first entry (HARSH WARDHAN KAUSHIK) is circled in blue. Below the table, there is a pagination control showing 'Page 1 of 1' and 'View 1 - 4 of 4'.

SN	Name	Designation	Mobile	Effective Date		Signature Status	View	Submitted On	Generate/View Letter		Register E-Sign
				From	Till				Request Letter	Revoke Letter	
1	HARSH WARDHAN KAUSHIK	AGM	7860030478	16-AUG-2013	16-AUG-2015	ACTIVE	🔔	12-SEP-2013	N/A	Revoke	👤
2	RAMENDRA MATHUR	AGM(OPS)	7860030478	06-OCT-2014	06-OCT-2016	ACTIVE	🔔	09-OCT-2014	N/A	Revoke	👤
3	RAMENDRA MATHUR	AGM(OPS)	7860030478	06-OCT-2014	06-OCT-2016	AUTO REJECTED APPROVED CASE	🔔	09-OCT-2014	N/A	N/A	Only for active DSC
4	RAMENDRA MATHUR	AGM	7860030478	05-OCT-2016	05-OCT-2018	PENDING	🔔	07-OCT-2016	Request	Revoke	Only for active DSC

Please provide the aadhaar details and click on <<Generate OTP>>

The screenshot shows the 'e-Sign Registration' form in the EPFO portal. The form fields are as follows:

Aadhaar*:	63100000000000000000
Name As Per Aadhaar*:	HARSHU VASESHWARAN KAUSHIK
Designation*:	AGM
Gender*:	Male
DOB As Per Aadhaar*:	01/01/1977

Buttons: Generate OTP, Cancel

OTP will come to the mobile which is registered with Aadhaar (In case your mobile is not registered with Aadhaar please get it registered at UIDAI website). Please enter OTP and click on submit button.

The screenshot shows the 'e-Sign Registration' form after the OTP is received. A green message box at the top states: "OTP is sent successfully". The form fields are as follows:

Aadhaar*:	63100000000000000000
Name As Per Aadhaar*:	HARSHU VASESHWARAN KAUSHIK
Designation*:	AGM
Gender*:	Male
DOB As Per Aadhaar*:	01/01/1977
OTP*:	*****

Buttons: Submit, Cancel

Now E-Sign is registered successfully.

The screenshot shows the EPFO portal interface. At the top, there is a navigation bar with links for Home, Member, Establishment, Payments, Dashboards, User, Admin, and Online Services. A green banner displays the message "eSign Registered Successfully." Below this, there is a search bar with a dropdown menu for "Select Status" and buttons for "Search" and "Cancel". The main content area features a table with the following columns: SH, Aadhar, Name As Per Aadhaar, Designation, Gender, Dob, Status, Submitted On, and Generate/View Letter (Request Letter, Revoke Letter). The table contains five rows of data, with the last row (SH 5) showing an "ACTIVE" status and a "Revoke" button.

SH	Aadhar	Name As Per Aadhaar	Designation	Gender	Dob	Status	Submitted On	Generate/View Letter	
								Request Letter	Revoke Letter
1	57220005685	a] [REDACTED] ar	AD	Male	20-11-1978	REVOKED	04-SEP-2017	[REDACTED]	[REDACTED]
2	57220005685	a] [REDACTED] ar	ad	Male	20-11-1978	REVOKED	04-SEP-2017	[REDACTED]	[REDACTED]
3	31690001498	NE [REDACTED] AR	AD	Male	1 [REDACTED] 1973	REVOKED	19-SEP-2017	[REDACTED]	[REDACTED]
4	63180009749	HA [REDACTED] AN KA [REDACTED] IK	DD	Male	0 [REDACTED] 1947	REVOKED	21-SEP-2017	[REDACTED]	[REDACTED]
5	63180009749	HA [REDACTED] AN KA [REDACTED] IK	AGM	Male	0 [REDACTED]	ACTIVE	28-SEP-2017	N/A	[Revoke]

2. Registration of E-sign for authorized signatory whose DSC is not available.

Please login to Employer Interface of Unified Portal through following URL

<https://unifiedportal-emp.epfindia.gov.in/epfo/>

The screenshot shows the login page for the Employer Interface of the Unified Portal. The page features a header with the EPFO logo and the text "Employees' Provident Fund Organisation, India, Ministry of Labour & Employment, Government of India". Below the header, there is a large banner image showing silhouettes of workers. On the right side, there is a "Establishment Sign In" section with a login form containing fields for "uppskn512" and a password, along with "Sign In" and "Reset" buttons. To the left of the login form, there are "Instructions" for users. At the bottom, there are three sections: "Welcome Employers!!", "Important Links" (with a link for "Application for Employer Registration"), and "What's New" (with a note about ECR format revision).

Please go to Establishment>>DSC/E-SIGN

The screenshot shows the EPFO India portal interface. The user is logged in as 'uppskn512' for 'U.P. POORVA SAINIK K...'. The 'Establishment' dropdown menu is open, showing options like 'VIEW PROFILE', 'EXEMPTED RETURNS', 'CONTACT DETAILS', 'CHANGE ADDRESS', 'DSC/E-SIGN' (highlighted), 'FORM-5A', 'BRANCHES(FORM 2A)', 'DOWNLOAD PDFS', 'MEMBER LOCATION MAPPING', and 'DOWNLOAD F23'. A red alert message states 'KYC seeded at the... available for approval after UAN allocation. Click here'. The 'Employer Profile' section shows details for 'U.P. POORVA SAINIK KALYAN NIGAM LTD.' with fields for Est. Id, PF, Pension, EDLI, Address, and PF Office. The 'Online Services' section shows 'No. Of Pending Transfer Claims' and 'Oldest Claim Pending Since'.

Please enter the details of Authorised Signatory and click on <<Generate OTP>>

The screenshot shows the 'e-Sign Registration' form on the EPFO India portal. The user is logged in as 'uppskn512' for 'U.P. POORVA SAINIK K...'. The form includes instructions: 'Click here to register eSign, of a person whose DSC is already registered', 'All below details should be as per Aadhaar', and 'To Generate OTP, mobile should be linked with Aadhaar'. The form fields are: Aadhaar* (31...), Name As Per Aadhaar* (NE...), Designation* (D...), Gender* (Male), and DOB As Per Aadhaar* (15...). There are 'Generate OTP' and 'Cancel' buttons at the bottom. The footer states 'Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India' and 'Last Updated Thr Sep 28, 2017 (SV 1.1.19)'.

OTP will receive on the mobile which is registered with Aadhaar. Please enter the OTP and click on submit button.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: uppskn512
Est. Id: UPKNF0029908000
Name: U.P. POORVA SAINIK K...

Home Member Establishment Payments Dashboards User Admin Online Services

e-Sign Registration

OTP is sent successfully

Aadhaar*: 31 [REDACTED]
 Name As Per Aadhaar*: NE [REDACTED] R
 Designation*: D [REDACTED]
 Gender*: Male
 DOB As Per Aadhaar*: 13 [REDACTED]
 OTP*: [REDACTED]

Submit Cancel

Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India
Last Updated Thr Sep 28, 2017 (SV 1.1.19)

Please click on <<Request>> for generating request letter to EPFO

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: uppskn512
Est. Id: UPKNF0029908000
Name: U.P. POORVA SAINIK K...

Home Member Establishment Payments Dashboards User Admin Online Services

eSign Registered Successfully. Generate request letter to for activation process to be initiated.

Select Status

Sl#	Aadhar	Name As Per Aadhaar	Designation	Gender	Dob	Status	Submitted On	Generate/View Letter	
								Request Letter	Revoke Letter
1	57220005685	a [REDACTED]	AD	Male	2 [REDACTED]	REVOKED	04-SEP-2017	[Request Letter Icon]	[Revoke Letter Icon]
2	57220005685	a [REDACTED]	ad	Male	2 [REDACTED]	REVOKED	04-SEP-2017	[Request Letter Icon]	[Revoke Letter Icon]
3	31690001498	NE [REDACTED] R	AD	Male	1 [REDACTED]	REVOKED	19-SEP-2017	[Request Letter Icon]	[Revoke Letter Icon]
4	63180009749	HA [REDACTED] AN KAMBIK	DD	Male	0 [REDACTED]	REVOKED	21-SEP-2017	[Request Letter Icon]	[Revoke Letter Icon]
5	63180009749	HA [REDACTED] AN KAMBIK	AGM	Male	0 [REDACTED]	ACTIVE	28-SEP-2017	N/A	[Revoke]
6	31690001498	NE [REDACTED] R	DEO	Male	1 [REDACTED]	PENDING	28-SEP-2017	[Request]	[Revoke]

Page 1 of 1

View 1 - 6 of 6

Designed, Developed and Hosted by: Employees' Provident Fund Organisation, India
Last Updated Thr Sep 28, 2017 (SV 1.1.19)

Please click on PDF icon to print the request letter. Please submit the signed letter to concerned EPFO field office for approval. After approval of EPFO field office, authorized signatory can sign the documents using Aadhaar based e-Sign. In all the documents like PMRPY, KYC and registration of establishments both the option i.e. DSC and e-Sign will be available.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
 MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome: uppskn512
 Est. Id: UPKNP0029908000
 Name: U.P. POORVA SAINIK K...

Home Member Establishment Payments Dashboards User Admin Online Services

eSign Registered Successfully. Generate request letter to for activation process to be initiated.

Select Status

SN	Aadhar	Name As Per Aadhaar	Designation	Gender	Dob	Status	Submitted On	Generate/View Letter	
								Request Letter	Revoke Letter
1	5722XXXX5685	ajay kumar	AD	Male	21-09-1978	REVOKED	04-SEP-2017		
2	5722XXXX5685	ajay kumar	ad	Male	21-09-1978	REVOKED	04-SEP-2017		
3	3169XXXX1498	NEERAJ KUMAR	AD	Male	13-09-1973	REVOKED	19-SEP-2017		
4	6318XXXX9749	HANSHU SAINI KALYAN	DD	Male	01-09-1979	REVOKED	21-SEP-2017		
5	6318XXXX9749	HANSHU SAINI KALYAN	AGM	Male	01-09-1979	ACTIVE	28-SEP-2017	N/A	Revoke
6	3169XXXX1498	NEERAJ KUMAR	DEO	Male	15-09-1978	APPROVE REQUEST	28-SEP-2017		Revoke

Page 1 of 1

viewPdf - Google Chrome

103.194.45.12/epfo/digital/Signature/viewPdf?g=ydnpUr6xYwT8ucqAQbIBl55d%2BMsFAZ9zwGw1bmAbe3%2B0vvrC%2FE%2BMS5WtQB...

Letter No: EA00140972 Date: 28/09/2017

To be submitted on company letterhead in duplicate to Regional Provident Fund Commissioner, KANPUR

To,
 Regional Provident Fund Commissioner, KANPUR
 Nidhi Bhawan,
 Sarvodaya Nagar,
 Kanpur, UTTAR PRADESH
 208005

Reference: **Establishment Code Number UPKNP0029908000**

Subject: **Submission of Authorized Signatory Information with respect to U.P. POORVA SAINIK KALYAN NIGAM LTD. for claim/returns related matters in EPFO-regarding.**

Sir,

The following official is hereby authorized to deal with all correspondences including attestation of claims/ returns/ kyc for U.P. POORVA SAINIK KALYAN NIGAM LTD. in connection with EPF matters. The specimen signature of the official are placed below in the prescribed space.

1. The Aadhaar details of the authorized signatory has been captured on the portal to eSign and forward claims/ returns / kyc to EPFO. Necessary action may kindly be taken to enable the eSign at your end.

Sl.No.	Aadhaar	Name as per Aadhaar	Designation	Specimen Signature
1	3169XXXX1498	NEERAJ KUMAR	DEO	1. _____ 2. _____

Page 1 of 1

EPFO Field Office Activity

After getting request letter from employer, field office will verify the signature and login to FOINTERFACE through office login.

The screenshot shows the EPFO Field Office Profile page. The header includes the EPFO logo, the text "EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA" and "MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA", a welcome message for "KANPUR", and contact information for "fofeedback@epfindia.gov.in". The navigation menu includes Home, Establishment, Online Services, OLRE, VDR, Dashboard, and Admin. The main content area is divided into three sections: Alerts (empty), What's New (containing two news items about FORM 5A data fields and online payment validity), and Field Office Profile (containing a table with office details).

Field Office Profile	
Office Code	KNP
Office Name	KANPUR
Region Name	UP - KANPUR
Address	Nidhi Bhawan, Sarvodaya Nagar,
City	Kanpur
Pin	208005
Telephone No.	0512-2215644
E-mail	RO.KANPUR@EPFINDIA.GOV.IN

Go to Establishment >> Approve E-SIGN

The screenshot shows the EPFO Field Office Profile page with a dropdown menu open under the "Establishment" menu item. The dropdown menu contains the following options: BLOCK ESTABLISHMENT, APPROVE LOGIN CREDENTIAL REQUEST, APPROVE DSC, POSTED LOCATION MAPPING, and APPROVE E-SIGN. The "APPROVE E-SIGN" option is circled in blue. The rest of the page content is identical to the previous screenshot.

Enter Est ID for which request letter is received and click on <<Search>> button. Select the relevant record and click on <<Approve>>.

EMPLOYEES' PROVIDENT FUND ORGANISATION, INDIA
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

Welcome KANPUR | fofeedback@epfindia.gov.in | Language : Hindi | English | Logout

Home Establishment Online Services OLRE VDR Dashboard Admin

Search

Est Id: UP, KNP, Est Code, Ext | Status: --- Select Status --- | Search | Cancel

Signatory List

SN	Establishment ID	Name as per Aadhaar	Aadhaar	Designation	Gender	DOB	eSign Status	Submitted On	Approval Letter
1	UPKNP0029908000	NEERAJ KUMAR	31600074400	DP	Male	15-09-1983	APPROVE REQUEST	28-SEP-2017	

Page 1 of 1 | View 1 - 1 of 1 | Approve